

TREE REMOVAL PERMIT APPLICATION

In accordance with Chapter 21, Section 21-11 of the City Code

All information requested in this application must be answered completely.

Application No. _____

Date _____

Approvals:

Code _____ Date _____

Zoning _____ Date _____

HAWP _____ Date _____

Fee _____

1. SUBJECT PROPERTY

Street Address _____

Zone _____ Historic area designation ☐ Yes ☐ No

Lot _____ Block _____ Subdivision _____

Tax Identification Number (**MUST BE FILLED IN**) _____

2. APPLICANT

Name _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Daytime Telephone _____

3. CONTRACTOR

Name _____

Architect's Maryland Registration Number _____ Telephone _____

Street Address _____ Suite Number _____

City _____ State _____ Zip Code _____

4. PROPERTY OWNER

Name _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Daytime Telephone _____

5. WORK DESCRIPTION

a. Number of trees to be removed: _____ Reason for removal: _____

b. Replacement of trees (*if applicable*).

List species and location of trees (or participation in other tree replacement programs.)

5. SUBMISSION REQUIREMENTS

- a. One (1) copy of site plan or house location plat indicating location of tree(s) to be removed.

Note: If tree is part of the approved site plan it must be replaced per staff's instructions.

- b. Photograph of tree(s) to be removed (optional, except for Historic Area Work Permits).
c. Arborist's reports and/or tree service evaluation, if any, may be required, except for Historic Area Work Permits.
d. Historic Area Work Permit application, if tree(s) to be removed is/are located on a historically designated site or district.

I have read and complied with the submission requirements and affirm that all statements contained herein are true and correct.

Applicant's Name (*please print*) _____

Applicant's Signature _____ Date _____

Daytime Telephone _____

CITY OF GAITHERSBURG

TREE REMOVAL POLICY

CITY CODE

The City Code, Section 21-10, requires a permit for tree removal on private property. Tree removal means "removal, relocating or topping of the tree." Trees affected by this code are any trees with a caliper of more than two inches, as measured at four inches above ground level.

STEPS TO OBTAIN TREE REMOVAL PERMIT

1. Fill out permit application.
2. Include Site Plan or House Location Plat and show tree(s) to be removed.
3. Include photograph of tree (optional, except for Historic Area Work Permits).
4. Pay fee (1 tree \$15, 2-5 trees \$20, each tree over 5 trees is an additional \$5).
5. Request tree inspection from City inspector or arborist. Arborist's report may be required to determine survivability for specimen trees 9" in caliper, or larger.
6. Attach arborist's report(s) or tree services' evaluation.
7. Obtain Historic Area Work Permit, if tree(s) is/are located on a historically designated site or in a historic district.

SITE PLAN APPROVED TREES

If the tree is part of an approved site plan, the tree must be replaced per staff's instructions.

HISTORIC SITES

If the tree is on a historically designated site or in a historic district—the Brookes, Russell, and Walker Historic District or the Chestnut/Meem Historic District—it will also require a historic area work permit issued by the Historic District Commission. If the tree is declared hazardous (see below) and its removal is an emergency, the City Manager may approve the historic area work permit. Replacement issues will be discussed between the applicant and the Historic Preservation Advisory Committee as part of the historic area work permit review process.

HAZARDOUS TREE

Hazardous tree is one that endangers life, health, safety or property, the determination of which must be made by a qualified person (e.g., certified arborist) for the purpose of issuing a tree permit. If such a tree is on a private property, the City Manager may order its removal if it is a danger to the public, and its removal will be done by the property owners at their expense (City Code, Section 21-12).

REPLACEMENT OF TREES

The replacement of trees is highly desirable, although care must be exercised in selecting the location and species. In the case of historic areas, the Historic Preservation Advisory Committee will assist the property owners to determine whether or not replacement is desirable and, if so, provide a list of recommended species suitable for the historic areas. This information is made available through the tree inventory and tree care program sponsored by the City for the historic districts. For other situations, qualified City staff is available to make recommendations for tree replacement on species and location.

There are also City programs whereby donations can be made to the City's landscape planning fund or to plant commemorative trees. Contact Wally DeBoard or Mark Kober, of the City's Department of Public Works, Park Maintenance, and Engineering at 301-258-6370.

FINES

A fine of \$100 may be issued for removing a tree without a permit.